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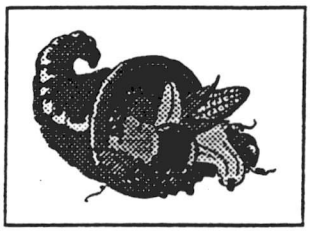
The Travel Report

By Michelina Sardella



Now that we're back in the groove of things for the new academic year, I'd like to take this opportunity to tell you about some of the exciting events that have occurred over the last few months.

OPEN HOUSE AT TREASURY

You may not be aware that Treasury has had open houses in the past year. In fact, the next one will be held NOVEMBER 24, 1993 from 4:00 to 6:00 p.m. So come on down and have a chat with the Treasury staff. It's a great opportunity for my colleagues and I to meet with you as well as for you to take a look at how the Treasury department operates. (RSVP, Judy - 4938).

SECURITY

Over the last few weeks the Treasury Department has improved it's security and we now have added a counter at our front entrance.

CHEQUE REQUISITION FORMS

The Bookstore has received the long-awaited pre-numbered cheque requisition forms. Simply keep a record of the number indicated on the top right hand corner for quick and easy reference since the ***pre-numbered*** cheque requisitions are now logged into CUFS. Also, we encourage that you keep a copy of your mailed-in requests just in case it gets lost in the mail.

When To Use Cheque Requisitions

Please remember that cheque requisitions are used for travel & salary advances, hotel deposits, membership fees, conference registrations and subscriptions. For cheque requisitions pertaining to conference registrations, subscriptions, and membership fee renewals, we would greatly appreciate if you could send us two copies of the supporting documentation with your requisition (as the original documentation will be sent with our cheque and a copy kept in our files).

Honorariums

Honorariums are payroll items and as such, cheque requisitions should be completed and sent to the Payroll Department.

When *Not* To Use Cheque Requisitions

Accounts Payable has also been receiving cheque requisitions with invoices attached. Did you know that all we need is your approval (i.e., signature) and full account number on the invoice itself --- without the need for a cheque requisition? Think about it, one less form to fill out!

EXPENSE REPORTS

Over the last few months, I have noticed that a few expense report forms are being used to request reimbursemnt for expenses that will occur. I would like to advise all staff members that this form is ONLY to be used when an expense has been incurred. The following are a few tips that you should keep in mind when using this form:

A. Processing Time

Remember, our processing time is 10 working days from the day Accounts Payable receives an expense report.

B. Mailing Address

If you have an internal address, it should be indicated in order for you to receive your cheque 2-3 days sooner than if you use your home address.

C. American Cheques

If there is an American address, an American cheque will be issued.

Finally, to avoid delays in payment, it is essential that the accounting codes be clearly identified and filled in completely. Without them, we cannot process your claim.

HOTELS

During the next few months I will be asking different hotels for their preferred hotel rates for Concordia staff. If you have had any good or bad experience with any of our recommended hotels over the past year, now is the time to voice your opinions. It is only with your feedback that I can better service your needs. In the meantime, I have added two out-of-town hotels to our list of recommended hotels. (If you would like me to send you a copy of this list by fax or mail, call me at local 4921.)

The Radisson Hotel

The Radisson Hotel in Santa Ana, California is

offering a rate of $69 U.S. for a night's accommodations. Not bad for a two room furnished suite which includes wet bar, fridge, breakfast and other amenities. If you are interested in escaping the cold of winter, give one of our travel agents a call and book now. Doesn't an escape to a warm climate sound just right about now?

The Strathcona Hotel

Now for something closer to home. The Strathcona Hotel, located in the heart of Toronto, is offering a rate of $47 per night for single and/or double occupancy. This rate includes breakfast. If you are going to Toronto for business or for pleasure, why not give them a try?

Le Cantlie Sherbrooke Hotel

The hotel will be hosting a luncheon for Concordia University December 3, 12:30 p.m. It specializes in long-term accommodations such as weekly, monthly, etc., but nightly accommodations are also available. If you are interested, please R.S.V.P. before November 26, 1993 since space is limited (George Bitsakis - 842-2000).

TRAVEL AGENTS

The University has 5 recommended travel agents who, if used, will help ease your pocket books. When booking through one of these recommended travel agents, all you have to do is supply your Concordia University departmental account number. Then, when I receive the invoices, your airfare will be encumbered as well as other charges such as insurance, hotel deposits and car rentals. As you can see, it is important that the right departmental account number be given. Just in case you don't have the names of our recommended travel agents, I have attached a list with this report. Also, we will be reviewing the travel agents' services, so if you have any opinions, whether good or bad, please write or fax them to me (8626).

Just to remind you that although airfare has been encumbered, you still have to submit an expense report with the original airline ticket. This will enable us to apply the right tax code so that you can get your tax credit.
Remember, every penny ·unts!

CAR RENTALS

Concordia University has a two-year contract with Budget Car Rentals, and I have included our rates with this report. In order to take advantage of these rates all you need is your Budget Car Rental sticker. If you do not have a sticker, just give me a call at local 4921 and I will send one to you. Our rates are good for both business and personal use. If you rent a car for University business, there's no need to purchase insurance when travelling in Canada.

Because we rent cars so frequently, I thought I would give you a listing of Car Rental Safety Tips which you will find enclosed.

TID BITS

Did you know that it's cheaper to use a public pay phone or a calling card, than to use the hotel phone in your room?

CONCLUSION

I know that there is a lot to digest here, so why not ponder over these issues during the Christmas holidays. On that note, I would like to extend my best wishes for the holiday season to all of you now, since I will only be writing to you again in the new year.■